



Manager's Report

For Council Meeting 11/27/01

FINANCE

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
West Market Deli	6 W. Market Street	Deli
Randy's Roost	32 S. King Street	Antiques
Mascomm Systems, Inc.	421 Dodd Drive	Computer software
Stein Mart, Inc.	1021 Edwards Ferry Road	Department store
AllStar Enterprises	809 Valemount Terrace	Automobile touch up
A Child's Best	415 Breckenridge Sq.	Day care
Alpine Publishing Co.	123A Ft. Evans Road	Internet service prov.
The Sparklers	172 Shirley Sq.	Cleaning Service
Road Companions	205 Plaza Street	Pilot car service
Chefs R Us Catering	431 Deer Path Ave.	Catering
Rescued Memories	212 E. Loudoun St.	Antiques
GPS Systems	706 Godfrey Ct.	Sale of GPS units
Cakes from the Heart	423 Deer Path Ave.	Bakery
American Towing	124 Carnaby Way	Towing service
Elainekay Catering	301 Deerpath Ave.	Catering

HUMAN RESOURCES

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

<u>New Hires</u>	<u>Position</u>	<u>Department</u>
Daryl Campbell	Maintenance Worker II	Utility Lines

<u>Resignations</u>	<u>Position</u>	<u>Department</u>
Chris Archer	Police Officer	Police
Erin Valerius	Assistant Pool Supervisor	Parks and Recreation

PLANNING AND ZONING

Plans accepted for review during the period November 6, 2001-November 20, 2001

- Leesburg Airpark Lot D, Minor Subdivision Plat, 1st submittal, To Subdivide one Lot into 2, Nick Colonna
- Hamlet @ Leesburg, Easement Dedication Plat, 1st Submittal, Nick Colonna

- Leesburg Plaza Office Building, Revision Plan, 1st submittal, Construction of a 39,000 square foot Office Building, Nick Colonna
- Market Street Station Parking Lot Paving Plan, 1st Submittal, Delane Parks
- Preliminary Plat Extension Request for Kincaid Forest Plan, Delane Parks
- Stratford Sanitary Sewer Outfall, Easement Plat, and Deed dedication, 1st submittal, John Johnston
- Allman Property Sanitary Sewer extension, Development Plan, Delane Parks
- Stowers Recreation Center, Construction Drawings, 1st Submittal, Nick Colonna
- Catocin Circle Trail, Construction Drawings, 1st Submittal, John Johnston
- Leesburg Baptist Church, Phase V-A Final Development Plan, Building Extension, 1st Submittal, Nick Colonna
- Edwards Landing Phase 4 Rough Grading Plan, 1st Submittal, Nick Colonna
- Edwards Landing Woods edge Drive, Construction Drawing, 3rd Submittal, Road Improvements, Nick Colonna
- Battlefield Parkway/Potomac Station Drive, Rough Grading Plan, 1st Submittal, Nick Colonna
- Stratford Ryland Land bay, Construction Drawings, To Construct 58 Duplex Lots, 1st Submittal, John Johnston
- Middleburg Bank, Construction Drawings, 2nd Submittal, Nick Colonna
- Edwards Landing Phase 2B, Construction Drawings, 3rd Submittal, Construction of 63 Single Family Units, Nick Colonna
- Ordinance Amendment, Ongoing, Zoning,
- Downtown Leesburg, In the 21st Century, Planning and Economic Development, Ongoing

Plans reviewed during the period November 6, 2001-November 20, 2001

- Edwards Landing Woods edge Drive, Construction Drawing, 3rd Submittal, Road Improvements, Nick Colonna
- Hampton Inn, Final Plat, Conditional Approval, Waiting on Deed Review, Nick Colonna
- Star Pontiac, final development Plan, To Construct a Vehicle Storage Area, John Johnston
- Potomac Station Boundary Line Adjustment, Conditional Approval, Delane Parks
- Tavistock Farms, Boundary Line Adjustment Plat, Conditional Approval, Delane Parks

Plans reviewed during the period November 6, 2001-November 20, 2001 Continued

- Lawson Road Industrial Condos, Request for Preliminary/Final Development Plan Submission, Authorized, Lee Phillips, Interim Director
- McKinley Office Building, Preliminary Development Plan, Delane Parks
- Turner Wilson, Preliminary/ Final Development Plan, Conditional Approval, Forwarded to Planning Commission Meeting of November 15, Nick Colonna
- Edwards landing Phase 4, Construction Drawings, Construction of 112 town Homes
- Edwards Landing Phase 2B, Construction Drawings, 3rd Submittal, Construction of 63 Single Family Units, Conditional Approval, Nick Colonna
- Potomac Crossing/Battlefield Parkway, Road Improvements, Nick Colonna
- Kincaid Forest Section 12B, Construction Drawings, Construction of 11 Single Family Homes, Approval, Delane Parks
- Kincaid Forest Section 12A, Boundary Line Adjustment, Conditional Approval, Delane Parks
- Potomac Crossing Section 9, Construction Drawings, For 42 Single Family Homes, Approved by Planning, John Johnston

- Catoctin Circle Trail, Construction Drawings, 1st Submittal, John Johnston

Comprehensive Planning

Special Exceptions

SE 2001-09: Lot 11, Cardinal Industrial Park – For a vehicle display/parking lot. Scheduled for preview at Planning Commission 12/20/01.

SE 2001-10: Lot 4, Cardinal Industrial Park – For an auto body/vehicle service shop at intersection of Cardinal Park Drive and Trailview Blvd. Scheduled for preview at Planning Commission 12/20/01.

SE 2001-07: Tires Plus – Leesburg Park Shopping Center, For a vehicle service facility, south of Edwards Ferry Road, across from Sheetz. Scheduled for a preview at the Planning Commission 1/3/02.

SE 2001-05: Jerry's Chevrolet/Oldsmobile – For a vehicle sales/rental/and service center, adjacent to CVS on Market Street. Scheduled for a public hearing at Planning Commission 12/06/01.

SE 2001-08: Leesburg Station Auto Wash, on Catoctin Square next to the Leesburg Volunteer Rescue Squad and WO&D Trail. Scheduled for preview at Planning Commission 12/20/01 and public hearing at Planning Commission 1/3/02.

Rezoning

Leesburg Airport: Scheduled for Town Council Public Hearing 12/11

Catoctin Square: Withdrawn without prejudice at 11/14 Town Council meeting.

Tavistock: Scheduled for public hearing 11/14 at Town Council and action 11/27 on the Ordinance.

Stratford: Reactivation of ZM 159 to study and revise the commercial section of the concept plan. No meetings scheduled yet for this case.

Hawkins: No meetings scheduled yet for this case, as working with applicant on several issues.

ZONING PERMITS 01-1552 –01-1605

NEW CONSTRUCTION RESIDENTIAL

POTOMAC STATION 5 SFD @ \$100,000

FAIRVIEW 1 SFD @ \$150,000

EDWARDS LANDING 18 SFD @ \$105,000

STOWERS-EVERGREEN MILLS 1 SFD @ \$100,000

NEW CONSTRUCTION COMMERCIAL

404 East Market Street Re-Roof Wendy's

102 Heritage Way Interior Alteration \$32,000 Country Office Space

OCCUPANCY PERMITS RESIDENTIAL

Beauregard Heights 3 SFD
Tavistock Farms 3 SFA
Evergreen Meadows 2 SFD
Sycamore Hill 2 SFA
Woodlea Manor 2 SFD
Potomac Station 5 SFD 1 SFA
Potomac Crossing 1 SFD
Evergreen Mills 1 SFD
Kincaid Forest 1 SFD
Edwards Landing 2 SFA

OCCUPANCY PERMITS COMMERCIAL

532 East Market Street Fitness First of Leesburg
80 Prosperity Ave SE Prosperity Center
101 Blue Seal Drive SE Automotive Service Excellence

WATER & SEWER ADMINISTRATION

60 public facilities permit were processed totaling \$559,411.
59 requests for meter sets were issued in this period.

Capital Projects Update

Council has awarded a contract for construction of the Cardinal Park Sewer to the firm of Perry Engineering. Notice to Proceed is expected to be issued in the next week.

Staff is negotiating a contract for the engineering services related to the water storage tank siting and low-pressure complaint investigation. Contract award is expected at the November 27, 2001 council meeting.

Staff responded to several inquiries regarding water and sewer related issues.

Staff reviewed several site plans for utility related issues.

A kick-off meeting is scheduled for the week of November 26 to begin work on the Lower Sycolin Sewer Shed study.

Water Supply Division

Capital Projects Update

Water Treatment Plant Upgrade to 10 MGD

The contractor is performing punch-list item work. The engineer continues to perform control system configuration.

Dollar value complete 99.8% Time Elapsed 152%
The contractor continues to be approximately 320 days behind schedule.

Substantial completion was granted to the contractor on September 5, 2001.
Approximately \$246,000 has been withheld by the town for liquidated damages.

Water Pollution Control Division

Capital Improvement Projects

- BNR Project: Construction completed, final engineering services remaining include record drawings, equipment O&M manual binding, and close-out.
- BMU Project: Progress continues, however final completion was not achieved by the extended date of September 14th and is anticipated in approximately six weeks. Start up of component systems is in progress, and start up of the dryer system is anticipated in approximately two weeks.
 - WPCF Expansion Project: Study phase workshops have been held to define project scope, and draft report is due in late November.
 - WPCF Office Space: Construction contract awarded to Camcon of Herndon, Va. For \$84,653.00. Notice to proceed was issued on November 1st, and shop drawing submittal and review is underway.
 - Underground Fuel Tank Replacement: Design completed and ready for bid.
 - SCADA System Upgrades: Study phase workshops and surveys completed, draft report due in early December.
 - Dump Truck Replacement: Delivery anticipated in the next two weeks.
 - Potomac Pumping Station (second developer-funded pumping station in River Creek): Design completed to town standards and construction is 20 % complete.

Capital Outlay Projects

- WPCF Administration Building Heat Pump Replacement: Project completed (new 5-ton energy efficient unit installed).
- WPCF Energy Improvements: Installation of power factor capacitors on four 150 horsepower pumps completed. This project brings the total number of improvements using power factor capacitors to 13 pieces of equipment and 1850 connected horsepower. Variable frequency drive technology is even more efficient, and 27 pieces of equipment utilize these systems.
- Solids Management Plan Update: Draft reviewed and returned with comments.
- Storm Water Permit Assistance: Planning workshops held and draft report due in late December.
- Construction Trailer: Purchase completed and currently serving as temporary office space during construction of WPCF Office Space Project (above).
- Mower replacement: Project completed.

Utility Lines Division

A. Training

Training demonstration showing C-900 P.V.C. pipe use was held at the Utility Lines Division shop.

John, Herb, Max & Charlie attended AWWA teleconferences in Fairfax regarding water system maintenance & re-habilitation.

B. Summary of Utility Lines Division Programs

Staff performed complete maintenance on 25 fire hydrants.

45 new connections were made to the town's water system this period.

4 water leaks were repaired this period.

Staff responded to 314 requests to locate utilities (Miss Utility).

Installed risers for paving operation and performed annual large meter testing.

Repaired watermain leak for the Town of Hillsboro (emergency repair) on a cost reimbursement basis.

TOWN OF LEESBURG

Full-time positions being recruited as of November 23, 2001

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Reject
Econ Dev	1	Econ Dev Director	5/7/01	√	√				
	1	Admin Secretary	3/9/01	√	√	On hold			
Eng & PW	1	Asst Supt - Streets	7/1/01	√	√	√			
	1	Sr Engineer – Plan Review	11/30/01	√					
	1	Sr Engineer – Cap Proj	10/23/01	√	√				
	1	Construction Inspector	11/12/01	√	√	√	√	√	
	1	Construction Inspector	1/1/02	√					
	1	Administrative Associate II	9/4/01	√	√	On hold			
	1	Maintenance II	11/2/01	√	√				
	1	Maintenance I	11/9/01	√	√				
Human Res	1	Human Resources Director	7/1/01	√	√	√	√		
P&Z	1	Director of P&Z	8/4/01	√	√				
Police	1	Communications Tech I	8/1/01	√	√	√	√		
	1	Police Officer	11/16/01	√	√				
<u>TOTAL</u>	14								

R.S. Noe